

SENIOR LANDSCAPE INSPECTOR

DEFINITION

To review, assign, and perform field and office work in the area of landscape inspections; supervise, monitor, schedule, and review the work of contractors to ensure compliance with plans and specifications and department regulations; to provide for training and supervision of assigned staff; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The senior level recognizes positions that perform first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and it is distinguished from the Landscape Inspector II level in that the latter does not have employee supervisory responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Assign, supervise, and review the daily workload of landscape inspectors.

Review and evaluate employees work performance; work with employees to correct deficiencies; implement discipline procedures as directed.

Prepare performance evaluations; participate in the selection of staff and provide and/or coordinate staff training.

Assist in developing budgets for new areas and assist in the preparation of contract documents.

Conduct field inspections of work performed by outside contractors performing various landscape maintenance and installation projects to ensure compliance with plans and specifications; inform project manager of any needed amendments and/or construction adjustments.

Make field corrections as needed using the project punch list; follow-up to verify corrections were made in accordance with approved specifications.

Review construction methods and materials used by contractors and report to project manager any work being done outside of approved plans and specifications; recommend work stoppage for non-compliance as necessary.

Prepare daily project status reports on work progress to facilitate payment to contractors.

Monitor projects to ensure contractors finish in a timely manner and within budget.

Assist the parks and open space divisions by facilitating final acceptance of parks and open space areas for turn over to city's responsibility, including verification of as-built reports, utilities, warranties, bond releases, and other related close-out documentation.

Receive and resolve customer complaints and contractor issues; respond to emergency situations in off-hours as required.

Observe safe work methods and use safety equipment; secure worksites from traffic hazards as necessary.

Operate City vehicles skillfully and safely.

Keep work related records and prepare correspondence and reports using a computer.

Provide instruction and training to assigned staff.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

Knowledge of:

Principles and practices of supervision, training and performance evaluation.

Methods, materials, equipment, and practices related to irrigation systems operations and maintenance, time clocks, valves, and controls.

Practices and techniques of landscape inspection.

Pertinent Federal, State, and local laws, codes, regulations, ordinances, and departmental policies related to assignment.

Landscape plan checking and specifications.

Computer equipment and software applications related to assignment.

Safe work methods and safety regulations pertaining to the work.

English usage, spelling, grammar, and punctuation.

Ability to:

Inspect landscape construction plans in the field for compliance with plan objectives.

Plan, assign, and review the work of subordinates.

Train, motivate, and evaluate assigned staff.

Read, and interpret landscape plan specifications.

Follow pertinent rules, laws, ordinances, city policies and procedures related to area of assignment.

Respond to complaints; work overtime and off-hours shifts as needed.

Perform work in accordance with safety regulations, guidelines, and practices.

Keep work related records and prepare reports using a computer.

Use initiative and sound independent judgment within established guidelines.

Drive City vehicles observing legal and defensive driving practices.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of supervisory responsibility in inspection and supervision of landscape management projects preferable in a municipality, including two years of lead/supervisory experience.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in biology, botany, horticulture or a related field.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift or carry up to 50 pounds. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspections; See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans; hear in the normal range with or without correction to communicate with contractors and staff in person or over a radio or telephone.

WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of weather conditions; work with exposure to traffic, loud noise, physical barriers, and around heavy equipment or around potentially hazardous substances, and work on trenches on slippery or uneven surfaces. Indoors work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

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